

# HIGHLAND ADVISORY BOARD OF ZONING APPEALS

## Checklist for Variance/Use Variance

Petitioner(s): \_\_\_\_\_ Phone# \_\_\_\_\_

Project Address: \_\_\_\_\_

Action	Date Needed by petitioner	Date of hearing	Date Received	Date Completed
File application and pay fee (no later than 20 days prior to Public Hearing)				
Proof of ownership				
Preliminary hearing				
Publish legal notice(I.C. 5-3-1) (Post Tribune or The Times)				
Post Notice Sign on property (No less than 13 day prior to meeting & must remain until day after public hearing.				
Submit proof of legal Advertisement 24 hours prior to Public hearing				
Public Hearing				
ABZA Approval				
ABZA Disapproval				
Findings of Fact Approval				
Town Council Approval (Use Variances only)				